

Chapter 2.40 - PARKS AND RECREATION COMMISSION

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2.40.010 - Establishment.

There is created a parks and recreation commission consisting of five members. The parks and recreation commission members shall be appointed as follows:

- A. Four members to be appointed by majority vote of the city council;
- B. One member to be appointed by majority vote of the city council upon recommendation of the Colfax Elementary School District or Colfax High School;
- C. In addition to the five members of the commission, a youth ad hoc position will be added to the commission. The youth ad hoc member will be appointed by majority vote of the city council and shall attend all meetings and serve as a liaison with the youth of the community. The ad hoc member will have all discussion rights of a commissioner, with no voting powers.

(Ord. 484 (part), 2006: Ord. 408 § 3, 1993: prior code § 2-2.200)

2.40.020 - Members—Terms of office.

The members of the parks and recreation commission shall serve for terms of four years and shall serve with compensation as established by the council for boards and commissions. Members of the first commission appointed shall determine their respective term of office by lot so that two shall serve for a term of one year, two shall serve for a term of two years and one shall serve for a term of three years. All vacancies shall be filled for the unexpired terms of the member whose office is vacant in the same manner as such member received his or her original appointment. The youth ad hoc representative shall serve a term of one year.

(Ord. 484 (part), 2006: Prior code § 2-2.201)

2.40.030 - Members—Qualifications.

Two members of the parks and recreation commission shall be residents of the city, two members of the commission shall be a residents of the city or the city's sphere of influence, and one member shall be

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a representative of the Colfax Elementary School or Colfax High School and shall be nominated by the respective district, and appointed by the city council.

All members shall be over twenty-one (21) years of age and shall have some familiarity with public recreation at the time of their appointment to office.

(Ord. 484 (part), 2006: Prior code § 2-2.202)

2.40.040 - Organization of the commission.

Immediately after their appointment, the members of the parks and recreation commission shall meet and organize by electing one of their members as chairperson and such other officers as may be necessary annually thereafter. The commission shall meet in regular session and elect successors to such offices. The commission shall have the power to adopt bylaws, rules and regulations for the proper conduct of public recreation for the city. The commission shall have regular meetings at least once each month on the first Monday of each month at 6:30 pm and shall determine the manner in which special meetings may be held and notice given. A majority of the members shall constitute a quorum.

(Ord. 484 (part), 2006: Prior code § 2-2.203)

2.40.050 - Absences from meetings.

If a member of the parks and recreation commission shall be absent from three successive meetings of the commission without cause, the office of such member shall be deemed to be vacant and the term of such member ipso facto terminated and the secretary of the commission shall immediately inform the council of such terminations.

(Ord. 484 (part), 2006: Prior code § 2-2.204)

2.40.060 - Absences for cause.

An absence due to illness or an unavoidable absence from the city, because of business or otherwise, shall notify the city manager of an absence for cause no later than 12:00 noon the day of the meeting

(Ord. 484 (part), 2006: Prior code § 2-2.205)

2.40.070 - Records.

The parks and recreation commission shall keep a record of all business, minutes, transactions, findings, determinations, correspondence and other matters coming before it. Such record shall be maintained as are public records of other bodies and agencies.

(Ord. 484 (part), 2006: Prior code § 2-2.206)

2.40.080 - Duties and responsibilities.

The parks and recreation commission shall have the following duties and responsibilities:

- A. To coordinate all of the park and recreation activities of the city and the school districts, other than those activities included within the regular program of activities of the school districts;
- B. To act in an advisory capacity to the council in all matters pertaining to recreation and parks;

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- C. To encourage a sound program of park and playground acquisition, development and maintenance;
- D. To foster the close coordination of school and playground development to avoid the duplication of facilities;
- E. To interpret community park and recreation programs to public officials and to the general citizenship in order to promote understanding and financial support from public and private sources;
- F. To act in an advisory capacity to the city manager in making plans for and conducting recreational activities;
- G. To recommend to the council the establishment of general policies with respect to a park and recreation department;
- H. To consider recommendations and requests originating from any source;
- I. Require that at least annually the commission as a body will inspect park and recreation facilities;
- J. To assist the council in the acquisition, development, beautification and maintenance of park and recreation facilities in the city as part of a sound master park and recreational plan in keeping with the community needs and future growth;
- K. To aid the council in coordinating the parks and recreation services with the programs of other government agencies and voluntary organizations;
- L. To advise, with the assistance of the city manager, in the preparation of the annual budget and a long-range parks and recreation capital improvement program for submission to the council;
- M. To advise the council on the problems of the development of recreation areas, facilities, programs and improved recreation services; and
- N. The commission to meet annually in joint session with the city council.

(Ord. 484 (part), 2006: Prior code § 2-2.207)